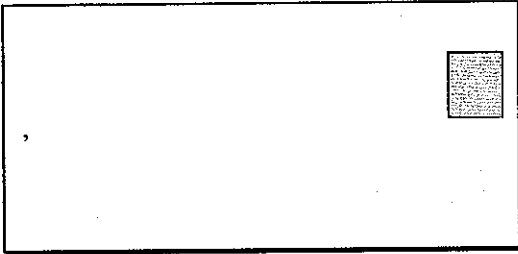


**Travel & Expense Account  
Transmittal Sheet**

**After Approval, Mail Receipts To**



Employee Name	<u>Maxwell-Jolly, David</u>
Expense Dates	<u>03/22/09-05/22/09</u>
Total Expense Amount	<u>530.15</u>
Amount Due Employee	<u>248.95</u>
Form ID	<u>TEA000458462</u>

**DIRECTIONS FOR SUBMISSION**

1. *Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.*

	Date	Expense Item	Amount	If not submitted - Explain
1)	05/22	Taxi Fare	27.00	
2)	05/22	Taxi Fare	47.25	

2. *Forward Transmittal Sheet and attached documentation through your approval process.*

EXPENSE EXCEPTION(S)			
	Expense Rule	Exception	Response
1)	ER Department Policy #1	Receipt and travel itinerary required for this expense item.	

I have reviewed the following documents.

Approved  
by:

John Eastman

# Travel & Expense Account Summary

Employee Name David Maxwell-Jolly  
Expense Dates 03/22/09-05/22/09  
Report Name Apr - May 2009

Request Total \$ 530.15  
Direct Charge Total - 281.20  
Travel Advances - 0.00  
Net Due Employee = 248.95

Trip Totals		
Trip/Expense Category	Trip Name	Total Amount
Regular Travel	5-09 LA	380.15
Regular Travel	Santa Clara 3-09	150.00

NOTE: (d)=Direct Charge

DATE	Sun Mar 22									TOTAL
Mileage Personal Auto	132.00									132.00
Dinner	18.00									18.00
TOTALS \$	150.00									150.00

DATE	Fri May 22	Fri May 22								TOTAL
Commercial Air Fare (d)	281.20									281.20
Breakfast	6.00									6.00
Taxi Fare	27.00	47.25								74.25
Mileage Personal Auto	18.70									18.70
TOTALS \$	332.90	47.25								380.15

<p><b>Travel &amp; Expense Account Summary &amp; Detail</b></p>
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Trip/Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
Regular Travel	Snta Clara	03/22/09	Mileage, Personal Auto	132.00	Cash
Regular Travel	Snta Clara	03/22/09	Dinner	18.00	Cash
Regular Travel	5-09 LA	05/22/09	Commercial Air Fare	281.20	Direct Charge
Regular Travel	5-09 LA	05/22/09	Breakfast	6.00	Cash
Regular Travel	5-09 LA	05/22/09	Taxi Fare	27.00	Cash
Regular Travel	5-09 LA	05/22/09	Taxi Fare	47.25	Cash
Regular Travel	5-09 LA	05/22/09	Mileage, Personal Auto	18.70	Cash